



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

July 23, 2014

Sandra Mawell McGruder and Jennifer Stewart
720 12th Avenue
Coralville, Iowa 52241

Dear Child Care Provider,

This letter is in regards to the July 18, 2014 compliance check of your Level **C-2**, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: Outdoor play area had a number of safety hazards such as cylinder blocks and tools (shovels, wheel barrow, pruning shears) accessible to a child in this area, access to steps to an upper area which would be a fall hazard in this area, cleaning supplies accessible to a child and areas of chipping and peeling paint on the exterior of the home and garage.

How to correct: We signed an agreement you will not use the backyard play area until it has been inspected and approved by DHS. Correct all other items listed in this letter within the next 45 days.

☐ 110.5(1) b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Reason determined out of compliance: I observed a cleaning supply under the sink in the bathroom which did not have safety lock. You immediately removed this item and placed it in an area that is not accessible to a child.

This item is now in compliance.

☐ 110.5(1) g Safety barriers are at stairways and doors as needed.

Reason determined out of compliance: I observed you did not have a safety barrier at the bottom of the basement stairway so this area was accessible to a child.

You immediately put up the barrier to keep them in the play area and block access to the stairway.

This item is now in compliance.

☐ 110.5(1) h A safe outdoor play area is maintained in good condition throughout the year.

Reason determined out of compliance: Outdoor play area had a number of safety hazards such as cylinder blocks and tools (shovels, wheel barrow, pruning shears) accessible to a child in this area, access to steps to an upper area which would be a fall

hazard in this area, cleaning supplies accessible to a child and areas of chipping and peeling paint on the exterior of the home and garage.

How to correct: Remove all the hazards from the outdoor play area. I have enclosed a copy of the safety plan we signed agreeing not to use the backyard play area until DHS has inspected it and agreed it is safe to use. Have the walls of the garage renovated to safely remove the chipping/peeling lead based paint.

☐ 110.5(1) n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have a record of testing the batteries of your smoke detectors.

How to correct: Record the monthly testing of your smoke detector batteries on the form you have for this.

☐ 110.5(1) u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: I read your policy and it did not have language About separating a sick form from the other children in care.

How to correct: Add a statement that you will separate a sick child form the others in your care until they are picked up.

☐ 110.5(1) x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Reason determined out of compliance: You shared your home was built in 1959 and as I did a visual assessment I observed chipping/peeling paint on the walls of the garage, on the back wall of the home, around the front door area, and on exterior window frames, including the large window frame in the living room.

How to correct: You will need to complete the enclosed Lead Assessment and Control form (enclosed) noting the areas you observed chipping/peeling paint. You will need to contact a certified lead paint renovator to assist you in the safe removal and renovation of these areas. You need to clean the area any places the paint is chipping/peeling if any paint chips daily until it has been safely renovated.

☐ 110.5(2) c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2) c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

Reason determined out of compliance: I did not find this information in your assistant file.

How to correct: Get a copy of a physical for this individual dated within the past 2 years.

☐ 110.5(2) c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Reason determined out of compliance: I did not find a certificate of completion for this required training in the assistant file.

How to correct: You will need to get a copy of this individual's certificate for this training. If they have not taken this training it is available on line at:

Mandatory Child Abuse Reporter Training for Child Care Providers

On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number

☐ 110.5(2) d An individual file is maintained for each substitute and contains:

☐ 110.5(2) d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

Reason determined out of compliance: I did not find this information in your substitute file.

How to correct: Get a copy of a physical for this individual dated within the past 2 years.

☐ 110.5(2) d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Reason determined out of compliance: I did not find a certificate of completion for this required training in the assistant file.

How to correct: You will need to get a copy of this individual's certificate for this training. If they have not taken this training it is available on line at:

Mandatory Child Abuse Reporter Training for Child Care Providers

On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

I did not find this information in the files for Z and I.

When a child starts in your care make sure you get a physical dated within the past 12 months and a comprehensive health history. On the Child Intake form there is a section for health issues and special needs. I advise you make sure a parent writes down any special needs or health history information pertinent to the care you provide for that child. If a child's parent says there are no special health issues get that in writing.

☐ 110.5(8) f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

You need to add the phone number of the persons authorized to pick up for all children's files.

☐ 110.5(8) i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

You shared you take children for walks to the park 2 blocks away and occasionally take trips to the mall. When you take these trips you need to get prior written permission from the parents to take their child away from your home.

Use the enclosed Field Trip form to get the required information for the parent and have them sign this whenever you take a trip away from your home. If you schedule regular walks to the park (same time, same days of the week) you can have the parent sign one for the entire summer.

Something you will need to plan for is your daughter's maternity leave. While she is gone you can provide care to no more than 8 children if you are the only provider. You can use a substitute up to 25 hours per month which is only 6 hours per week. With that in mind you may have to reduce the number of children in care during her maternity leave.

I have enclosed a copy of the Corrective Action/Safety Plan we signed regarding the outdoor play area. After speaking with Des Moines it is felt the backyard is a construction zone right now and should not be used for child care.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 866/534-3112 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563-362-8228 (Shannon Dostal).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by

going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).